

**BY ORDER OF THE COMMANDER  
30TH SPACE WING**



**30TH SPACE WING PAMPHLET 32-2**

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**Civil Engineering**

**UNACCOMPANIED HOUSING  
MANAGEMENT**

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## INTRODUCTION

### WELCOME TO VANDENBERG AIR FORCE BASE, CALIFORNIA

The Airman Dormitory Leaders are pleased to have you with us and hope your stay in unaccompanied quarters will be pleasant.

This pamphlet explains the Air Force's and your responsibilities while you are living in Unaccompanied Housing. We hope you will consider your room as your home and be considerate of your fellow residents.

Your new home represents a substantial investment by the United States Air Force and a commitment by the housing staff to provide you the best possible service. We want your stay to be enjoyable.

Your Airman Dormitory Leaders

This directive sets forth policies regarding your responsibilities while you are living in Unaccompanied Housing. Failure by military personnel to observe prohibitions and mandatory provisions of this directive in paragraphs 1.3.1, 2.4.1, 2.13, 3.5, and 4.4, is a violation of Article 92, *Uniform Code of Military Justice* (UCMJ). Refer recommended changes and questions about this instruction to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publications*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rim.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**PLEASE TAKE THE TIME TO READ AND FOLLOW THE INSTRUCTIONS AND GUIDANCE IN THIS PAMPHLET. THIS INFORMATION IS YOUR "KEY" TO A PLEASANT STAY IN UNACCOMPANIED HOUSING**

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## Chapter 1

### MUTUAL RESPONSIBILITIES

**1.1. General.** The 30th Space Wing will provide maintenance and repair, refuse collection and disposal, pest control, and fire and police protection for your assigned unaccompanied housing (UH). Your responsibilities are those of a *Good Neighbor*. The high density living conditions associated with life in the dormitories dictates that your room, *YOUR HOME*, be maintained neat, clean, and orderly and that you act with consideration toward your neighbor. As a military member, you are responsible for adhering to the guidelines of proper military bearing, the standards contained in AFI32-6005, *Unaccompanied Housing Management*, installation policies, and the contents of this pamphlet. As a dormitory resident, you are a key contributor to ensuring your living conditions are constantly improved. Please help the 30th Space Wing build and maintain the very best dormitory living conditions by actively participating in the Top Life Dorm Council and drawing opportunities for improvement to the attention of your Airman Dormitory Leaders and your chain of command. Meetings are held on the last Thursday of each month at 1500 hrs.

**1.2. Top Life Dormitory Council.** The Top Life Dormitory Council is established to represent personnel living in the dormitories. The council is comprised of Squadron appointed representatives who currently reside in unaccompanied housing. All residents are invited to attend and participate in the monthly meetings.

1.2.1. The Council will:

1.2.2. Set accountability standards within the dormitories and assist leadership in maintaining compliance with those standards.

1.2.3. Entertain residents' proposals and plans to enhance livability of the dormitories.

1.2.4. Identify irritants that detract from the livability of the dormitories and make recommendations to the Command Chief, First Sergeant's Council and Airman Dormitory Leaders.

1.2.5. The members will keep their units informed of the desires and complaints of occupants and serve as a communications channel between dormitory occupants and the Airman Dormitory Leaders.

1.2.6. Propose agenda items in advance for each monthly meeting and email them out to dormitory residents to ensure optimum results. Members of the council at the meeting may present additional agenda items.

1.2.7. Post the dormitory council minutes on dormitory bulletin boards and forward a copy of the minutes to the Command Chief, First Sergeant's Council and the Airman Dormitory Leaders.

**1.3. Room Assignment, Initial Inspection, and Termination.** Rooms are assigned according to AFI32-6005. If a room is not immediately available, arriving personnel may be temporarily housed in Lodging or a hospitality room. Departing permanent party personnel, on a temporary basis, may also use hospitality rooms. Every effort will be made to assign a permanent room as soon as possible.

1.3.1. Airman Dormitory Leaders will follow the following procedures to ensure new arrivals receive a room and the information needed to transition smoothly into their dormitory room. Failure to obey these procedures is a violation of Article 92 of the UCMJ.

1.3.1.1. Airman Dormitory Leaders will maintain a file containing the Gains and Losses Roster. This roster can be obtained from 30 FSS/FSMPI.

1.3.1.2. Upon arriving residents will contact the Airman Dormitory Leader's office to be assigned a room on the first duty day after arrival. An AF Form 291, *Unaccompanied Quarters Assignment/Termination Record*, will be initiated on each member when assigned a room. This form will also be used to out-process a member from UH.

1.3.1.3. Each resident will fill out an AF Form 4422, *Sex Offender Disclosure and Acknowledgement*, prior to being assigned a permanent dormitory room.

1.3.1.4. Airman Dormitory Leaders will accomplish and AF Form 594, *Application and Authorization to Start, Stop, or Change BAQ*, for every UH assignment to include: E1-E3 and E4 with more than 3 years of service IAW AFI 32-6005, *Unaccompanied Housing Management*.

1.3.1.5. Airman Dormitory Leaders will provide occupants with a resident brochure identifying applicable AF, MAJCOM, and local base standards.

**1.4. Initial Inspection.** The Airman Dormitory Leader will escort the resident (temporary or permanent) to their assigned room to accomplish an initial inspection and a joint inventory with the resident. At this time room condition will be identified and documented on our locally created, *Unaccompanied Housing Quarters Condition Inspection Report*, as well appliance and furniture condition which will be documented on AF Form 228, *Furnishing Custody Receipt and Condition Report*. The resident will then have 3 days to provide additional discrepancies to the Airman Dormitory Leaders. Any items noted thereafter will be the occupant's responsibility to fix or replace prior to clearing the dorm room. Once all in-processing is complete, the resident will sign an acknowledgement receipt.

**1.5. Termination.** When ready to terminate your permanent quarters, contact the Airmen Dormitory Leaders at least **30 days** in advance. You will be advised of clearance requirements and necessary preparations for the final inspection. Remember under federal law, members of the Armed Forces occupying military housing shall be held liable and accountable for loss or damage to housing, equipment, or furnishings when caused by abuse or negligence of the member, or the member's guests. You may wish to consider buying commercial renters insurance to protect yourselves from damages. Be sure to read Chapter 7 for more information on termination of quarter's procedures.

**1.6. Guests.** Temporary guests are permitted in your shared modular (MOD) common area if all occupants of the MOD agree. No guests under the age of 18 are permitted in the dormitory area. Guests are not allowed to be left in rooms when the occupant is not present. Cohabitation is not permitted and you shall not allow individuals to sleep overnight in your dorm for any reason. Failure to obey the terms of this paragraph is a violation of Article 92, UCMJ.

**1.7. Maintenance and Repair.** The Base Civil Engineer (BCE) has primary responsibility for performing maintenance on your room and the dormitory campus; however, both you and the Airman Dormitory Leaders need to stay alert for the maintenance needs of your quarters and the

dormitory in general. When the dormitory or your room needs maintenance, contact the Airman Dormitory Leaders (Monday through Friday, 0730 –1630 hrs). When you believe your room or the dormitory needs urgent or emergency maintenance, and the Airman Dormitory Leaders are unavailable, please contact the Damage Control Center (DCC) at 606-1856. The CE controller will determine the status of your request when calling the BCE Service Call Desk.

1.7.1. **Emergency** work requests are responded to within 24 hours and work will continue until the emergency is resolved. An emergency work request is defined as a structural, utility or mechanical problem that could cause loss of life, loss of property, serious damage, or affect your health, safety, security, or the mission. Examples: loss of a utility (electricity, gas, heat, water or sewage).

1.7.2. **Urgent** work requests are completed within 7 work days and are accomplished during duty hours. An urgent work request is defined as a loss of an isolated utility. Examples: 1) one commode in a facility clogged up with one or more still available, 2) A loss of heating or cooling in a facility.

1.7.3. **Routine** work orders are completed within 30 days. A routine requirement is defined as all maintenance, repair or minor construction work, other than emergency or urgent which is necessary to maintain and operate a complete and usable facility and to protect it from further deterioration/damage. The completion date may be longer if materials must be ordered, again performed during duty hours.

**1.8. Requesting Self-Help Work.** If you wish to conduct a self-help project to improve your living conditions, an AF Form 332, *Base Civil Engineer Work Request*, will be required. Contact your Airman Dormitory Leaders for assistance. No work may be performed until this form has been approved.

**1.9. Refuse Collection and Disposal.** Large outside dumpsters are provided in the dormitory parking areas. Please take all garbage to the dumpster. Refuse must never be allowed to accumulate in rooms, be placed outside your room door, dayrooms, on balconies or in stairwells. Please be considerate of your fellow residents and the positive image of Vandenberg AFB. *Please Recycle!* Exterior recycling containers are available for paper, aluminum, glass, plastic, metal and cardboard. Dorm residents are responsible for taking large items that do not fit into refuse collection and disposal containers to the base landfill. Do not throw any electrical items into the refuse collection and disposal containers, these items must be taken to bldg 6830. Please call 6-8438 to schedule an appointment.

**1.10. Insect/Wildlife Control.** If it should be necessary, the BCE will treat your room before you move in; however, you must take preventive action to control insects. Keep food in sealed containers, remove garbage from your quarters regularly, and discard empty paper bags and boxes. These examples provide insect nesting and breeding areas. Feeding wildlife is strictly prohibited. Leaving garbage outside your rooms attracts local wildlife causing infestation problems as well. Initially, members should attempt to resolve minor insect problems with standard household insect repellent.

**1.11. Room Lockouts and Security.** Maintain control of your key at all times. If locked out during duty hours, 0730-1630 hrs M-F, see the Airman Dormitory Leaders for access to your room. If you are locked out after normal duty hours, contact your supervisor and they will obtain the master key from the SFS Law Enforcement Desk. A lost key poses a risk to the security of



your room. Your room should always be properly secured; however, as a precaution, your valuables should be marked and recorded to assist the 30th Space Wing with their recovery. If you wish to have a record of your valuables maintained in your dormitory file, please complete an AF Form 1670, *Value Property Record Sheet*, and return to the Airman Dormitory Leaders. Social Security Number is not a mandatory field on the form.

**1.12. Bay Orderly.** Dormitory residents will periodically be responsible for general maintenance duties throughout the dormitory area. This detail is known as Bay Orderly. Your Airman Dormitory Leaders and chain of command will provide you direction and notify you of your responsibilities. These duties will be Monday through Friday, 0730-1630 hrs. See Attachment 2 for Daily Bay Orderly Duty.

**1.13. Appliances and Furniture.** All government-furnished appliances and furniture are inventoried at check-in and when terminating quarters on an AF Form 228. Do not remove any government appliance or furniture item from your room or from the dayroom. Any missing, damaged, or broken furniture will be replaced at your expense. Failure to properly complete and turn in your AF Form 228 will result in you paying for any damaged or missing furniture at check-out time. Problems with a government-furnished item should be reported to the Airman Dormitory Leaders as soon as possible so that servicing may be arranged. If you wish to use your own "Underwriters Laboratory" (UL) approved appliance or furniture, check with the Airman Dormitory Leaders to be sure it is an authorized appliance or furniture item that conforms to fire codes and be sure to read Chapter 3 on Fire Protection.

**1.14. Utilities, Heating, Ventilation, and Air Conditioning.** Your assistance in conserving utility usage is greatly appreciated. Remembering to keep doors and windows closed when heating and cooling your room, turning off lights and appliances when not needed, and conserving water are important aspects of environmental stewardship and sound judgment. You may be required to change the filter in your heater/air conditioner unit (HVAC). You can pick up filters at the Airman Dormitory Leader's office. Operate the HVAC unit only when a filter is in place. Damage to the HVAC system, caused by filters not being changed is costly and could be the responsibility of the occupant. Remove dust from all vent covers and report any malfunction of the HVAC system to the Airman Dormitory Leaders during duty hours and the DCC after duty hours. Do not attempt repairs or adjustments on your own.

## Chapter 2

### DORMITORY STANDARDS

**2.1. General Standards.** The dormitory and your room are your home. You should feel comfortable in this environment. If you do not, you should voice your suggestions for improvement to the Top Life Dorm Council, Airman Dormitory Leaders or through your chain of command. If your personal information (rank, duty phone, duty section and marital status) changes, you must notify the Airman Dormitory Leaders immediately. This entire pamphlet contains important information that will make your stay in the dormitories more pleasant. The following establishes the minimum acceptable neat, clean, and orderly standards used throughout the 30th Space Wing. Be sure to check with your chain of command for additional information.

**2.1.1. Animals/Pets.** Pets are not authorized in the dormitories. There are no exceptions. Fish no longer than 6 inches are allowed and are limited to a 20-gallon aquarium. Flesh eating or poisonous fish are not authorized. Residents are responsible for damage caused by the tank.

**2.1.2. Vehicles, Automotive Parts, Maintenance, and Cleaning.** Vehicle repairs, oil changes, and similar maintenance actions are to be done at a commercial Auto Repair Shop, not the dormitory area or associated parking lots. Additionally, vehicle parts (tires, batteries, seats, etc.) will not be stored in your dorm room. If you wish, you may wax and vacuum your vehicle but only in the parking lots. Please note that non-operational and unregistered vehicles are not permitted in the dormitory area.

**2.1.3. Barbecue Grills.** Permanent gas barbecue grills are provided for resident use; therefore, portable grills are not to be used anywhere in the dormitory area (i.e., balconies, common areas, etc). Please be considerate and turn off the gas supply and clean the provided grills after each use. Exception: Requests to deviate from this policy may be submitted in writing to the Airman Dormitory Leaders for special occasions (i.e., unit organized dorm functions requiring additional grills, etc.).

**2.1.4. Room Decoration.** Personal decorations are only allowed in your personal room and must be neat and in good taste. Picture frames are not required; however, if pictures/posters are taped on the walls, damage may result. Any damage caused by the tape must be repaired prior to out-processing. Decals, stickers, or posters are not allowed on the outside of the door, common areas, windows, or on any furnishings. You are not allowed to leave personal items in the common areas.

**2.2. Inspections.** All units with personnel residing in the dormitories will inspect rooms. The wing commander has established dormitory inspection standards. Commanders, first sergeants, and supervisors will periodically inspect your room (at least quarterly) to make sure that it meets standards and is in good repair. Be sure to check with your chain of command so you understand the dormitory inspection standards. Distinguished visitors go to the dormitories with regularity, as your quality of life is an important Air Force issue. Follow the guidelines in the following paragraphs to better understand minimum standards. Inspections may or may not be announced, so **all rooms must be kept neat, clean, and orderly at all times.** Failure to obey the terms of this paragraph is a violation of Article 92, UCMJ. The Dormitory Inspection Results form can be found in Attachment 3, Figure A3.1

### 2.3. Room Interiors.

2.3.1. **Floors and Carpets.** Please clean and vacuum weekly. Ensure there is no dirt build-up in the corners, behind the doors, or under beds or other furniture. See the Airman Dormitory Leaders for use of a carpet shampoo machine when necessary.

2.3.2. **Walls.** Walls must be clean and maintained in good repair. Use mild soap and warm water to keep walls clean. Walls should be repaired and repainted as necessary. If repairs are not done in an acceptable manner, the member will be charged to have the walls professionally repaired and repainted.

2.3.3. **Sink.** Remove hair from drain screen after each use. Clean fixtures so they are free of dirt, mildew/mold, and water spots. Report leaks to the Airman Dormitory Leaders immediately.

2.3.4. **Kitchen.** Maintaining the appliances, cabinets, and walls in the kitchen requires special attention. Dormitories with kitchens will be cleaned after each use. Clean broiler units regularly, as well as top burners, to prevent a fire hazard. Do not use cleaner for ovens that are self-cleaning. Please dust the wire framework on the rear of the refrigerator and periodically clean the door gasket to improve cooling and extend life of the refrigerator. Do not pour grease in the sinks; it will solidify in the pipes, causing damage. Clean walls at periodic intervals to prevent surface grease buildup.

2.3.5. **Toilet/Bathing Area.** This entire area should be diligently cared for due to the potential for bacteria growth. Clean the toilet (inside and out), shower tiles, bathtub, shower curtain and overhead vent with a disinfectant cleaner. Do not allow soap scum to build up. If stains or residue will not come off, the Airman Dormitory Leaders will ensure the BCE is notified. Please pay particular attention to mold/mildew and remove it immediately with a proper cleaning solution.

2.3.6. **Linen.** You may use the linen provided by the Airman Dormitory Leaders, or you may use your own personal linens. All linen must present a neat and clean appearance.

2.3.7. **Under Bed.** Items stored must be neatly arranged.

2.3.8. **Furniture.** Furniture must be clean and neatly arranged in your room. The furniture arrangement cannot prevent easy exiting in-case of emergencies. Items on top of tables, dressers and desks must be neat and dusted.

2.3.9. **Windows.** Clean the inside of windows and the outside on first floor windows only. Channels and windowsills also need to be kept clean. Report damaged or missing screens to the Airman Dormitory Leaders immediately.

2.4. **Room Exteriors.** Only room numbers and approved message plates may be mounted on your door. Your room must present a professional outward appearance. Patio and balcony areas should be swept as needed. Shift worker signs can be obtained from the Airman Dormitory Leaders.

2.5. **Supplies.** The Airman Dormitory Leaders can provide cleaning supplies for individual resident's use. Please contact him/her for information on the proper handling and disposal of issued/personal unused cleaning supplies.

**2.6. Leave or Extended TDY.** When leaving your quarters for extended periods of time (over 14 days), inform the Airman Dormitory Leaders. Make sure you move your vehicles to the deployed parking area, located at LRS vehicle dispatch, during your leave or extended TDY. Please ensure you complete the 30 SW Deployment Checklist prior to deploying. This checklist is designed to make sure your quarters are taken care of while you are gone.

**2.7. Damage to Quarters.** Room damage not recorded during the initial inspection that is beyond reasonable wear and tear is your responsibility. Any repairs or replacements that you elect to do on your own must meet Air Force standards. For damages not corrected within Air Force standards or a reasonable time frame, as determined by the Airman Dormitory Leaders, the Air Force may elect to make the repairs and bill you. The Airman Dormitory Leaders can explain your options to repair or replace damaged items, or the methods of reimbursement to the government.

**2.8. Laundry Facilities.** Washing with full loads is recommended to conserve energy, but be sure not to over-load washers or dryers. Overloading causes damage to the machines. Check pockets for items before washing and drying to prevent inadvertent damage and clean washer and dryer lint traps to ensure optimal machine performance. The washers/dryers are maintained by contract. Laundry should not be left unattended. Any laundry left unattended will be disposed of accordingly. If you have a problem with your laundry facility, contact the Airman Dormitory Leaders.

**2.9. Environment.** Several reminders: Trash, engine oils, engine coolants, car grease, and other similar products must never be poured into the drainage system or on the ground. Automotive batteries and tires must be properly disposed of through recycling programs. Recycle items: Aluminum, paper, glass, plastic, metals and cardboard are to be placed in the blue recycling bins (located next to refuse dumpster).

**2.10. Smoking.** Smoking is ABSOLUTELY PROHIBITED. Smoking is not allowed in rooms and common areas to include dayrooms, hallways, stairwells, and bathrooms. Smoking will be allowed only at the outside designated smoking area. Failure to obey the terms of this paragraph is a violation of Article 92, UCMJ.

**2.11. Alcohol.** If you are under 21 you will NOT drink or possess alcohol in the dorms. NO EXCEPTIONS! If you are assigned a roommate in the MOD Dorms who is under 21, no alcohol is permitted in the kitchen refrigerator. In this instance, if you are 21+ years of age, you must store your alcohol in your personal room. Distributing alcohol to minors in any form is a crime. Failure to obey the terms of this paragraph is a violation of Art 92, UCMJ.

**2.12. Bicycles.** If you choose, you may store your bike in your room. Bicycles will not be left or stored in common areas, dayrooms, hallways, under stairwells, on walkway balconies, or chained to railings. Any damage to your bicycle, to include lock removal, will be your responsibility. Bicycles that appear abandoned will be tagged and turned in as abandoned property to the property disposal officer.

**2.13. Gambling.** Gambling is strictly prohibited. Failure to obey this provision is a violation of Article 92 of the UCMJ.

**2.14. Roof Access.** Access to the roof is not necessary and not permitted.

## Chapter 3

### FIRE PROTECTION

**3.1. General.** If a fire occurs in the dormitory, immediately notify the base Fire Department at 911. Give the fire alarm operator your name, dormitory number, and street if known. Do not hang up until you are told to do so. All fires must be reported.

**3.2. Fire Evacuation Plan.** Please review the dormitory fire evacuation plan for each building found on bulletin boards and in each MOD dorm. It shows both primary and alternate routes of escape in the event of a fire. Ensure that your furnishings are arranged so that they do not obstruct exits. Any questions on fire prevention should be directed to the base fire department.

**3.3. Fire Extinguishers.** Fire extinguishers are located throughout your dormitory and should not be used for any purpose other than fire fighting in an emergency. Notify the Airman Dormitory Leaders if you notice an extinguisher is over or under charged, or has been discharged or damaged. Failure to obey this provision is a violation of Article 92 of the UCMJ.

**3.4. Smoke Detectors.** All occupants must evacuate the dormitory if an alarm sounds. Tampering with alarm call boxes or firefighting equipment is a serious offense, punishable under the UCMJ. **DO NOT SELF-TEST YOUR DETECTOR OR REMOVE IT FOR ANY REASON.** Articles will not be mounted on or attached to any fire protection device, wiring, or smoke detector. Combustible material must be kept a minimum of 18 inches from light fixtures, heat, or smoke detectors, and heating appliances.

**3.5. Flammable Storage.** *STORAGE OF FLAMABLES IS STRICTLY PROHIBITED.* The only flammable liquids allowed are for cigarette lighter refilling or cosmetics (nail polish or polish remover). Evidence of burnt candles/incense qualifies as a violation of the Fire Protection rules. Failure to obey the terms of this paragraph is a violation of Article 92, UCMJ.

**3.6. Space Heaters.** Electric heaters must be listed by the Underwriter's Laboratories (UL). All portable electric heaters will be equipped with a tilt switch and not be left unattended. These heaters will be plugged into the wall outlets only. They cannot be plugged into a power strip or other devices. Electric heaters must be kept at least 36 inches away from any objects and unplugged when not in use.

**3.7. Cooking Appliances.** Cooking in other than the appliances listed below is only permitted in the shared kitchen area. The only electric cooking appliances allowed in dorm rooms are: toasters, crock pots, vegetable steamers, coffee pots, blenders, mixers, rice cookers, and microwave ovens using less than 1,600 watts each. Appliances must be placed on a non-combustible surface and have the UL seal of approval on each appliance. Never leave appliances unattended while cooking; it's the number one cause of fires in homes. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance, and call the Fire Department at 911. **NEVER USE WATER ON A GREASE FIRE AND DON'T ATTEMPT TO MOVE THE PAN.** The kitchen exhaust fan filter should be cleaned often to prevent the accumulation of grease. Appliances that draw high electrical current including but not limited to electric broilers, tabletop electric grills, electric woks, hot plates, toaster ovens, and convection ovens, or any pressurized gas burners with open flames for cooking or heating, etc., are not allowed in the dormitories.

**3.8. Extension Cords.** Extension cords must be of continuous length without splices and must have the UL seal of approval. Position your cords in a manner that will not pose a tripping hazard. Extension cords will not be secured to walls, placed under floor coverings, or through holes in walls, floors, or ceilings. Multiple head or cobra head type extension cords are not authorized, nor are multiple outlet adapters. Do not daisy chain extension cord or power strips (only one extension device per outlet).

**3.9. Heat Producing Devices.** Coffee pots, hot air popcorn poppers, irons, hair dryers and curling irons must be unplugged when not in use.

## Chapter 4

### SECURITY FORCES

**4.1. General.** The installation commander is responsible for the control and safeguarding of all base property. Patrolling of the dormitory area is accomplished on a routine basis by Security Forces and when notified, they will investigate all incidents. All inquiries concerning security should be directed to the Law Enforcement Desk at 606-3911.

**4.2. Parking.** Parking is prohibited on grass, seeded, or dirt areas. Do not park in a crosswalk, fire lane, within 50 feet of any building or within 15 feet of a fire hydrant. Motorcycles should be parked in the designated motorcycle parking areas only. If you are absent for 15 days or more move your vehicle to the deployed vehicle parking.

**4.3. Visitor Reception.** If you plan to have visitors, meet them at the Visitor Control Center located at the main gate. Visitors must have proper identification and if driving on base, a valid driver's license, registration, and proof of insurance. Sponsors are responsible for the actions of their guests and guests must remain with you at all times when on the dormitory campus. You must be 18 or older to sign in any visitor on the installation. No person under 18 years of age, or who has not graduated from high school, is allowed in the dormitories.

**4.4. Weapons, Firearms and Fireworks.** Weapons, flares, fireworks, ammunition or any type of explosive devices are PROHIBITED in the dormitory. This includes, but is not limited to, bows and arrows, martial arts weapons and knives with blades longer than 3 inches. All types of guns designed to propel an object (BB, pellet, bullet, stun guns, etc.) whether by air, gas or other means are PROHIBITED. Local laws and military instructions govern registration, possession and storage of privately owned weapons. Only unsharpened historical swords and daggers that are mounted or permanently fixed will be allowed in the dormitories. All firearms must be registered and stored at the Security Forces armory. For information on storage of firearms, contact Security Forces armory at 606-5418. Failure to obey the terms of this paragraph is a violation of Article 92, UCMJ.

**4.5. Crime Stop.** Promptly report vandalism to the Law Enforcement Desk at 606-3911 or you can remain anonymous by calling the crime stop number at 606-2677. Secure your room at all times while away. For further information concerning SFS policies, contact SFS at 606-3272.

## Chapter 5

### GOOD NEIGHBORS

**5.1. General Occupant Courtesy.** It's not easy for people from different walks of life to live together in close quarters. Courtesy and respect reduces tension among dormitory residents.

**5.2. Quiet Time.** Quiet hours are observed 24 hours a day in the dormitory area. If stereos or other noise can be heard outside your room or through the walls, it's too loud. Excessive noise is the primary complaint received by Security Forces. Some of our dorm residents work shifts and are sleeping during the day, so please be considerate. Don't assume that your neighbors enjoy the same type of music you enjoy and please keep the volume down.

**5.3. Parties and Social Gatherings.** Parties and other social gatherings are permitted; however, take into consideration that other dormitory residents may be asleep. Please clean up after yourselves. This includes returning dayroom furniture to its original position when done and disposing of your trash properly and promptly. As an alternative, the Collocated Club is available for parties; reservations can be made through the applicable agencies.

**5.4. Recreation Vehicles, Motorcycle Trailers, Jet Skis, Wave Runners, etc.** Recreational vehicles are not to be stored in the dormitory parking lot. Outdoor Recreation, located in Bldg. 10250, Alaska Way, maintains several storage lots on base for these type vehicles. A nominal fee will be charged. Refer to 30SWI 31-204, *Installation Motor Vehicle Code Rules of the Road*, for further guidance.



## Chapter 6

### VANDENBERG SPECIFIC TOPICS

**6.1. Business Enterprises.** Any business for profit conducted from your dormitory room must first be approved in writing through 30 CES/CEAC. SIGNS FOR ADVERTISING BUSINESSES ARE PROHIBITED IN THE DORMITORY AREAS. For additional information consult 30 SWI 90-101, *Commercial Solicitation, On-Base Private Businesses, and the Use of Base Facilities and Transportation*, 29 August 2003.

**6.2. Solicitation.** All forms of solicitation are prohibited in the dormitories. Please refer to AFI 32-6001, *Family Housing Management*, for more information. Report solicitors to the Law Enforcement Desk, at 606-3911, immediately.

**6.3. Waterbeds.** Waterbeds are not authorized due to possible damage to dorm interior.

**6.4. Telephones.** The 30th Space Communications Squadron maintains dormitory common area phones. Dormitory room phones can be obtained at your own cost. At no time will a dorm resident use the existing dayroom telephone line to access a phone in their personal room. Remember, the individual with their name on the bill is ultimately responsible for any debts incurred.

**6.5. Cable Television.** You are not authorized to attach a satellite dish/antenna to the building/roof in Unaccompanied Housing. If you chose a satellite TV provider please clear any installation of equipment through the Airmen Dormitory Leaders. At no time will a dorm resident use the existing dayroom cable to access cable in their personal room. Do not connect personal TVs to government paid cable outlets.

**6.6. During an Earthquake.** If you are indoors, take cover immediately under a sturdy table or desk or crouch in a corner. Do not rush outdoors during the shaking, watch for falling or sliding objects, and move away from windows.

**6.7. Sleeping Signs.** Shift Personnel will only display signs if they are on a break or night shift and do not want to be disturbed. When maintenance workers need to perform routine maintenance in a shift worker's room, every effort will be made to avoid disturbing the occupant during sleep periods; however, there may be occasions when mandatory or emergency work must be accomplished and a shift worker may consequently be disturbed.

**6.8. Wi-Fi.** Free Wi-Fi is available in the following dormitory areas: 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floor dayrooms of building 13135, building 13121 dayroom, building 13321 dayroom, and the GI Java. Please contact your Airman Dormitory Leader to obtain a password. Free Wi-Fi is not available in your individual rooms. You will need to contact a local internet provider and pay a nominal fee.

## Chapter 7

### TERMINATION OF UNACCOMPANIED HOUSING

**7.1. 30-Day Notice.** Orders are not required for termination inspection. Thirty days notice is required prior to your desired termination date (short notice PCS accepted). Notify the Airmen Dormitory Leaders who will schedule a date for an inspection. The Airman Dormitory Leaders will provide you with the cleaning standards for the final inspection. You will need a power of attorney if you need a substitute to stand in for you. Notify the Airman Dormitory Leaders in advance so the necessary forms and guidance may be provided.

**NOTE: THE RESPONSIBILITY FOR FINAL CLEARANCE RESTS SOLELY WITH THE OCCUPANT.**

**7.2. Final Inspection.** The Airman Dormitory Leaders will assess the condition of assigned rooms/shared common space and furnishings as compared to discrepancies noted at the initial inspection to determine damages or loss. You are responsible for accomplishing all cleaning tasks that are directed by the Airman Dormitory Leaders. All final-out inspections will be by appointment only. All common areas, private rooms, and appliances must be cleaned and be in inspection order when checking out. Any changes/damage made to your room must be returned/repaired back to its original state (i.e., excessive holes on in walls, wall painting, furniture alterations, etc.). Minor items may be corrected during the final inspection. If you fail your inspection, you must arrange another inspection date with the Airman Dormitory Leaders. The re-inspection will be at the earliest mutually acceptable time to minimize delay of resident departure.

NINA M. ARMAGNO, Col, USAF  
Commander

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

Article 92, *Uniform Code of Military Justice (UCMJ)*

AFI32-6001, *Family Housing Management*, 2 August 2012

AFI32-6005, *Unaccompanied Housing Management*, 9 October 2008

30SWI31-204, *Installation Motor Vehicle Code Rules of the Road*, 28 July 2010

*Adopted Forms*

AF Form 228, *Furnishing Custody Receipt and Condition Report*, 1 November 2000

AF Form 332, *Base Civil Engineer Work Request*, 01 January 1991

AF Form 594, *Application and Authorization to Start, Stop, or Change BAQ*, 1 January 1990

AF Form 847, *Recommendation for Change of Publications*, 22 September 2009

AF Form 1670, *Valuable Property Record*, 1 December 1976

AF Form 4422, *Sex Offender Disclosure and Acknowledgement*, 29 June 2010

*Abbreviations and Acronyms*

**AF**—Air Force

**BCE**—Base Civil Engineer

**DCC**—Damage Control Center

**MAJCOM**—Major Command

**MOD**—Modular

**OPR**—Office of Primary Responsibility

**UCMJ**—Uniform Code of Military Justice

**UH**—Unaccompanied Housing

**UL**—Underwriters Laboratory

**PCS**—Permanent Change Station

**RDS**—Records Disposition Schedule

## Attachment 2

## DAILY BAY ORDERLY DUTIES

Table A2.1. Daily Bay Orderly Duty.

<b>DAILY BAY ORDERLY TASK CHECKLIST</b>		
<b>DAYROOMS:</b>	<b>TITAN</b>	<b>MODS</b>
EMPTY AND CLEAN TRASH CANS AND REPLACE BAGS		
CLEAN AND DUST ALL FURNITURE & APPLIANCES		
CLEAN/REMOVE ANY MARKS AND SCUFFS FROM WALLS		
ARRANGE FURNITURE IN AN ORDERLY FASHION		
SWEEP/MOP ALL FLOORS (INCLUDING STAIRWELLS)		
ENSURE TV/DVD/BLU-RAY WORK PROPERLY		
ENSURE POOL TABLES AND EQUIPMENT ARE NOT DAMAGED		
<b>OUTSIDE:</b>	<b>TITAN</b>	<b>MODS</b>
GREEN SWEEP ENTIRE DORM AREA FOR CIGARETTE BUTTS, TRASH, DEBRIS, WRAPPRES, ETC.....		
CLEAN ALL TRASH ENCLOSURES (ENSURE LIDS ARE CLOSED)		
SWEEP ALL EXTERIOR STAIRWAYS AND SIDEWALKS		
EMPTY ALL SMOKE PIT ASH TRAYS/TRASH CANS		
<b>LANDRY ROOM:</b>	<b>TITAN</b>	
EMPTY TRASH CANS		
CLEAN/REMOVE ANY MARKS AND SCUFFS FROM WALLS		
CLEAN LINT OUT OF DRYERS		
WIPE DOWN ALL MACHINES INSIDE AND OUT		
ENSURE ALL WASHERS AND DRYERS WORK PROPERLY		
SWEEP AND MOP THE FLOOR		
<b>SUPPLY/STORAGE ROOMS:</b>	<b>TITAN</b>	<b>MODS</b>
KEEP NEAT, ORDERLY & INVENTORIED		
<b>NORMAL DUTIES:</b>	<b>TITAN</b>	<b>MODS</b>
REPORT DEFECTIVE EQUIPMENT TO DORM MANAGER		
RUN OFFICIAL ERRAND FOR DORM MANAGERS		
REPLACE BURNT OUT LIGHT BULBS		
REPORT EXCESSIVE TRASH/CIGARETTE BUTTS IN FRONT OF ANY DORM ROOM OR PATIO AREA		
CLEAN OUT AND PREPARE VACANT ROOMS		

### Attachment 3

#### DORMITORY INSPECTION RESULTS

**A3.1. Who Inspects and Rates Quarters.** The installation commander determines who inspects and rates quarters. Self-inspection by dorm residents is authorized. Inspections generally are scheduled and announced, but may be no notice. Each Installation establishes inspection standards and designates authorized inspectors.

**A3.2. Inspection.** Installations must ensure all occupants are briefed on inspection criteria, frequency, and who is designated to inspect their rooms. The focus for the inspection of quarters is **safety and health**.

**A3.3. Category Definitions and Frequency of Inspections:**

A3.3.1. Category A (Outstanding). Cleanliness and neatness exceeds standards.

A2.3.2. Category B (Satisfactory). Meets Standards.

A2.3.3. Category C (Unsatisfactory). Does not meet standards. Report quarters not meeting safety and health standards to the member's first sergeant and establish a re-inspection schedule to ensure standards are met and maintained.

**A3.4. Rooms Displaying "SHIFT WORKER" Signs.** Establish inspection schedules to accommodate occupants work/sleep schedules.

**A3.5. Dormitory Inspection Checklist.** Use the Dormitory Inspection Checklist [Figure A2.1](#) to complete inspections.

**A3.6. Unauthorized Items.** Table A3.1 Unauthorized Items lists items which are not authorized to be stored in the dormitories.

**Figure A3.1. Dormitory Inspection Checklist.**

RESIDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

ROOM #: \_\_\_\_\_

RATING: A – Outstanding

Overall Rating: \_\_\_\_\_

B - Satisfactory

INSPECTOR: 1<sup>st</sup> Sgt / Commander

C - Unsatisfactory

Next Insp. : \_\_\_\_\_

(circle one) Other \_\_\_\_\_

INSPECTION ITEM	Remarks			
	Unsatisfactory			
	Satisfactory			
	Outstanding			
1. Sink/bathroom counter clean (Free of soap scum)				
2. Bathroom				
a. Clean commode/tank.				
b. Clean shower/tub/curtain				
c. Clean sink, vanity, countertops				
e. Clean floor.				
3. Mirror clean, medicine cabinet clean, vents clean				
4. Refrigerator (clean/defrosted/gasket clean/coils clean)				
5. Microwave clean				
6. Lockers - (locked/neat/clean)				
7. Trash container. Liner used/not full/no butts				
8. Carpet vacuumed. (corners & behind furniture, hallways)				
9. Tile/linoleum clean.				
10. Baseboards and thresholds cleaned.				
11. Walls clean. (holes patched, touch-up paint, needs painted)				
12. Light switches, panel covers, doors, door frames. (clean, operable)				
13. Clothing. (Put away/folded.)				
14. Shoes. (Neatly arranged.)				
15. Desks & dressers. (Neat and clean.)				
16. Furniture. (Neatly arranged, dust free, good repair.)				
17. Bed made.				
18. Curtains/Blinds. (Clean and hung neatly/properly.)				
19. Windows, screens and ledges clean/operable.				
20. Outside Area. (Clean, neat, swept, windows, ledges, rails) (Patio, balconies)				
21. Light bulbs working, fixtures clean.				
22. Storage				
a. Bicycles stored properly.				
b. Boxes (empty and full) in storage room.				
c. Motor oil, adhesives, lighter fluid, etc. not stored in rm. (see next page)				
23. Safety/security/fire hazards. (Door locked/lockable?)				
24. Energy Conservation (Lights, TV, Computer, etc. off)				
25. Kitchens (for applicable rooms)				
a. Refrigerator/Freezer				
b. Range, range hood, drip pans, vents, fans, oven racks, broiler				
c. Countertops, sink, garbage disposal, splashguard				
d. Microwave				
e. Cabinets				
f. Floors, baseboards, walls				

NOTES: \_\_\_\_\_

Sign and return to 1st Sgt: Yes / No \_\_\_\_\_

**Table A3.1. Unauthorized Items.**

UNAUTHORIZED ITEMS
<p>The following are items not authorized in the dormitories:</p> <p>Burning candles or incense</p> <p>Weapons</p> <p>Flares</p> <p>Fireworks</p> <p>Ammunition or any type of explosive device</p> <p>Bows and arrows</p> <p>Real martial arts weapons</p> <p>Knives with blades longer than 3 inches</p> <p>All guns designed to propel an object (BB, Pellet, bullet, stun guns, etc) whether gas, air, or other</p>
<p>The following are items that draw high electrical current and are not authorized in the dormitories:</p> <p>Electric broilers</p> <p>Tabletop electric grills</p> <p>Electric woks</p> <p>Hotplates</p> <p>Toaster ovens</p> <p>Convection ovens</p> <p>Any pressurized gas burners with open flames for cooking or heating, etc are not allowed in the dormitories.</p>
<p>The following are heat producing devices that <b>must be unplugged</b> when not in use:</p> <p>Coffee pots</p> <p>Hot air popcorn poppers</p> <p>Irons</p> <p>Hair dryers</p> <p>Curling irons</p> <p>Electric heaters</p>



**Alcohol in MODS:** If alcohol is found in common areas, check that all residents are 21+ yrs old.